Residential and Parenting Programs - Absence Entries

Description: In this topic, the user will learn how to create Absence Entries and use the Absentee Report. Create an absence entry if an individual is absent or attends only a partial day at a residential or parenting program.

*Please note: Absence entries are approved when the attendance is approved. An attendance entry can be created for a date that already has an absence entry. An attendance entry cannot be created for a date that already has an attendance entry.

Role Required: Super User, Supervisor

Permission Required: Residential Program Admin, Parenting Program Admin

Create an Absence Entry

1. Log in to personal profile
2. Click **Home** on the main menu
3. Click **Residential Programs** or **Parenting Programs** on the submenu
4. Use the filters to search for the program and click **Search**
5. **Click anywhere in the program row** to open the details page
6. Click **Actions**
7. Select **New Entry** from the drop-down menu
8. Complete the **Add New Entry** form wizard
   a. Entry Type: Select **Absent** from the drop-down
   b. Program Name: The residential or parenting program name will auto-populate
   c. Account Type: The account type will auto-populate
   d. Client: Type and select the client's name
   e. Service Code Checkbox: Select the checkbox for the service code
   f. Check Out: Select the date and time the client left the program
   g. Check In: Select the date and time the client checked back in to the program
   h. Reason: Select a reason for the absence from the drop-down menu
   i. Note (optional): Add a note if required by the program
   j. Attachment (optional): Click the blue Add Attachment hyperlink to add an attachment if required by the program
9. Click **Save** and **Yes** to confirm

Create an Absence Entry from the Program Profile

1. Log in to the Residential or Parenting Program profile
2. Click **Home** on the main menu
3. Click **Clients** on the submenu
4. Click **Actions**
5. Select **New Absent** from the drop-down menu
6. Complete the **New Absent** form wizard
   a. Client: Type and select the client's name
   b. Service Code Checkbox: Select the checkbox for the service code
   c. Check Out: Select the date and time the client left the program
   d. Check In: Select the date and time the client checked back in to the program
   e. Reason: Select a reason for the absence from the drop-down menu
   f. Note (optional): Add a note if required by the program
   g. Attachment (optional): Click the blue Add Attachment hyperlink to add an attachment if required by the program
7. Click **Save** and **Yes** to confirm

Absentee Report

The Residential and Parenting Absentee Report shows the Check Out and Check In times for absences and partial days along with the reason.

1. Log in to personal profile
2. Click **Reports** on the main menu
3. Click **COA Reports** on the submenu
4. Select **Residential Absentee Report** or **Parenting Absentee Report** from the flyout menu
5. Enter desired criteria into the filters and click **Search**
6. The records will display in the table below the filters
7. Click **Download** to open the Download Report Wizard
   a. Select the column(s) to be displayed on the report
      i. Click the **right arrow** to add a column to the Selected Columns
      ii. Click the **double right arrows >>** to add all columns to the Selected Columns
      iii. Click the **left arrow** to remove the column from the Selected Columns
      iv. Click the **double left arrows <<** to remove all columns from the Selected Columns
   b. Click **Next**
   c. Select the format in which to download the report by clicking the **Format** drop-down
      i. Format options include Excel, PDF, CSV, and Tab Delimited
         1. PDFs have a ten column limitation
         2. If PDF is selected, the Orientation field will open
            a. Select Portrait or Landscape from the drop-down menu for the PDF
   d. Optional - Click the **Save as Report Download Preference** checkbox to save the report preference
8. Click **Download**

<u>Import Residential Program Attendance Entries</u>

If absence entries are entered into the system, attendance entries will not be generated for that day. Use the **Residential Program Entries Import** to import dates with absence entries. See the section entitled Residential Program Entries in the SP (or FI) Admin Guide: Import Formats article for details.

Related articles

- Approve Client Residential Program Attendance - Video
- Approve Client Parenting Program Attendance - Video
- Day Program or Group Service - Search, View, Approve, Reject, or Export Client Attendance
- Residential and Parenting Programs - Absence Entries